

**CONFIDENTIAL**

*Bldg & Grounds*

23 APR 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Additional Fire Alarm Bells

1. This memorandum contains a recommendation for your approval. Such recommendation is set forth in paragraph 3.

2. As a result of the practice fire drills held in the Headquarters Building on 2 February, 17 July and 11 October 1962, it has been determined that on each occasion approximately 30% of the total number of people involved in these drills did not hear or were unable to hear the fire alarm bells in their working areas. These people occupied space located in the subcorridors and stack areas which are separated from the main corridors where the fire alarm bells are located. See Tab A for a detailed listing of the areas involved.

Shortly after the completion of the second fire drill, the Office of Logistics was informed of this alarm deficiency and was requested to arrange for the installation of additional alarms and auto call systems in the areas listed in Tab A. Following this, the Office of Logistics advised that the installation costs would be approximately \$10,000.00, and that the General Services Administration would attempt to have the necessary funds made available from the fourth quarter of its 1963 budget. If this was not possible, the cost figure would be included in its request for first quarter funds from its 1964 budget for the Headquarters Building. In addition, it has been determined that the installation of these alarms will take from three to five months; however, if we have to wait for the General Services Administration to provide the funds this will undoubtedly add two to three months to the time involved.

Apart from the above, after the 11 October 1962 fire drill Mr. L. Kirkpatrick indicated that he believed the next fire drill

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should be completely unannounced. I would be most reluctant because of possible panic and confusion which could result from the lack of adequate alarm coverage in the entire building, to conduct this type of fire drill until such time as I am assured by the Safety Officer that adequate fire alarm bells have been installed throughout the building.

3. It is recommended that funds be made available by the Agency so that the installation of the additional fire alarm bells in the Headquarters Building can be started and completed as soon as possible.

SIGNED

Sheffield Edwards  
Director of Security

CONCURRENCE: With the further recommendation that the funds be made available from the building construction funds.

25X1

*acting* Director of Logistics

Date

The recommendation in paragraph 3 is approved.

*28 May 1963*  
Date

25X1

*for* L. K. WHITE  
Deputy Director  
(Support)

Distribution:

Orig: D/S

2-DD/S/K

1-D/L

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**AREAS WHERE ALARMS COULD NOT BE HEARD**

**Ground Floor:**

1. Subcorridor "A" - OC Restricted Area
2. Subcorridor "D" South - RI Area
3. Subcorridor "D" - OTR Area\*
4. Subcorridor "E" - OCR Area
5. Subcorridor "H" East - OCR Area
6. Corridor "G"
7. Kitchen Fan Room - Office Area\*

**First Floor:**

1. Medical Staff Area
2. Security (IRD) Area
3. Middle OCR Library Stack
4. Subcorridor "H" - OCR Area
5. Telephone Switchboard and Office Area
6. Telephone Frame Room\*
7. RI Stack Area
8. Cafeteria Kitchen adjacent to GSI locker rooms\*
9. Subcorridor "B-D" - RI Area
10. Signal Center - Inner Office Area\*

**Second Floor:**

1. Subcorridor "D" - CA Area

**Third Floor:**

1. Subcorridor "B" - WH Area
2. Subcorridor "C" - O/DDP
3. Subcorridor "D" - EE Area

**Fourth Floor:**

1. Subcorridor "B" - WE Area
2. Subcorridor "D" - EE Area

**\*Auto Call System: Extra**

AREAS WHERE ALARMS COULD NOT BE HEARD

**Fifth Floor:**

1. Subcorridor "B" - SR Area
2. Subcorridor "D" - FE Area

**Sixth Floor:**

1. Subcorridor "D" - NE Area

**Seventh Floor:**

1. Subcorridor "D" - DCI Area

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TRANSMITTAL SLIP 20 May 1963

TO: Colonel White *via Mr. Lloyd*  
ROOM NO. BUILDING *JHL*

REMARKS:

*Note* Recommend your signature.  
*qualification.*  
*RBF*

FROM:

ROOM NO. BUILDING EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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